

## FRUITLAND

ANY OFFICIAL HOLDING OFFICE AS CITY TREASURER OR DEPUTY TREASURER OR ONE PERFORMING DUTIES IN THE OFFICE OF THE CITY TREASURER.

UNDER THE SUPERVISION OF THE COUNCIL, THE PURCHASING AGENT SHALL MAKE ALL CITY PURCHASES AND SALES AND SHALL MAKE OR APPROVE ALL CITY CONTRACTS, EXCEPT CONTRACTS TO SELL CITY BONDS OR OTHER EVIDENCES OF THE CITY'S PUBLIC DEBT, AND EXCEPT THAT THE COUNCIL BY ORDINANCE MAY PERMIT DIRECT PURCHASING BY ANY OFFICE, DEPARTMENT, OR AGENCY OF MINOR ITEMS WHERE IMMEDIATE PROCUREMENT IS NECESSARY TO PREVENT DELAYS IN ITS WORK AND RESULTING LOSS TO THE CITY. THE COUNCIL SHALL IN SUCH ORDINANCES, FIX THE MAXIMUM AMOUNT OF ANY SUCH DIRECT PURCHASE. THE PURCHASING AGENT SHALL ISSUE REGULATIONS CONTROLLING THE PROCEDURE FOR SUCH DIRECT PURCHASING.

EXCEPT FOR SUCH CONTRACTS TO SELL PUBLIC DEBT SECURITIES, AND SUCH AUTHORIZED DIRECT PURCHASES, NO CITY PURCHASE, OR CONTRACT FOR ANY PURCHASE OR SALE, OR OTHER CONTRACT, SHALL BE VALID OR ENFORCEABLE UNLESS APPROVED IN WRITING BY THE PURCHASING AGENT, AND THE CITY TREASURER SHALL PAY OUT NO CITY FUNDS FOR ANY CONTRACT OR PURCHASE UNLESS SO APPROVED.

SECTION 119 D. POWERS AND DUTIES OF PURCHASING AGENT.

UNDER THE SUPERVISION OF THE COUNCIL, THE PURCHASING AGENT SHALL:

(A) RECEIVING REQUISITIONS. RECEIVE WRITTEN REQUISITIONS OR STATEMENTS FROM THE HEAD OF EACH CITY OFFICE, DEPARTMENT OR AGENCY, SPECIFYING THE PUBLIC WORK DONE OR TO BE DONE BY IT, OR IDENTIFYING THE MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES REQUIRED BY IT, AND AUTHORIZING ITS APPROPRIATIONS TO BE CHARGED THEREFOR.

(B) BIDDING. INVITE BIDS WHENEVER COMPETITIVE BIDDING IS REQUIRED BY SECTION 119 E OF THIS ARTICLE AND CONDUCT THE COMPETITIVE BIDDING PROCEDURE ESTABLISHED BY THE COUNCIL UNDER SECTION 119 F OF THIS ARTICLE.

(C) ACCOUNTING CONTROL. ENFORCE ACCOUNTING CONTROL OF EACH CITY PURCHASE OR CONTRACT AS REQUIRED BY THE SECTION 119 H OF THIS ARTICLE, AND REFUSE TO APPROVE ANY PURCHASE OR CONTRACT INVOLVING ANY OVER-EXPENDITURE PROHIBITED THEREBY.

(D) REPORTS. SUBMIT MONTHLY TO THE COUNCIL A WRITTEN REPORT IN SUMMARY FORM OF ALL PURCHASES, CONTRACTS, AND SALES AND SPECIFY THEREIN ANY AND EVERY VIOLATION OR ATTEMPTED VIOLATION OF THE PROVISIONS OF THIS ARTICLE.